

9 MAR 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 6 March 1970

1. Visit of Placement Directors: On Wednesday, 4 March, the Placement Directors of seven women's liberal arts colleges in the Northeast (including Drue Matthews of Mount Holyoke College who is also President of the College Placement Council) made a brief after hours visit to Headquarters. The Director of Personnel, Deputy Director of Personnel for Recruitment and Placement, and Chief, Recruitment Division had an opportunity to exchange views with them concerning our proposed changes in campus recruiting techniques. Several very useful suggestions were made by the Placement Directors which will be taken into account as we modify our program.

2. Cooperative Education: We have selected a Business Administration student from the University of South Florida as the first co-op for the Audit Staff.

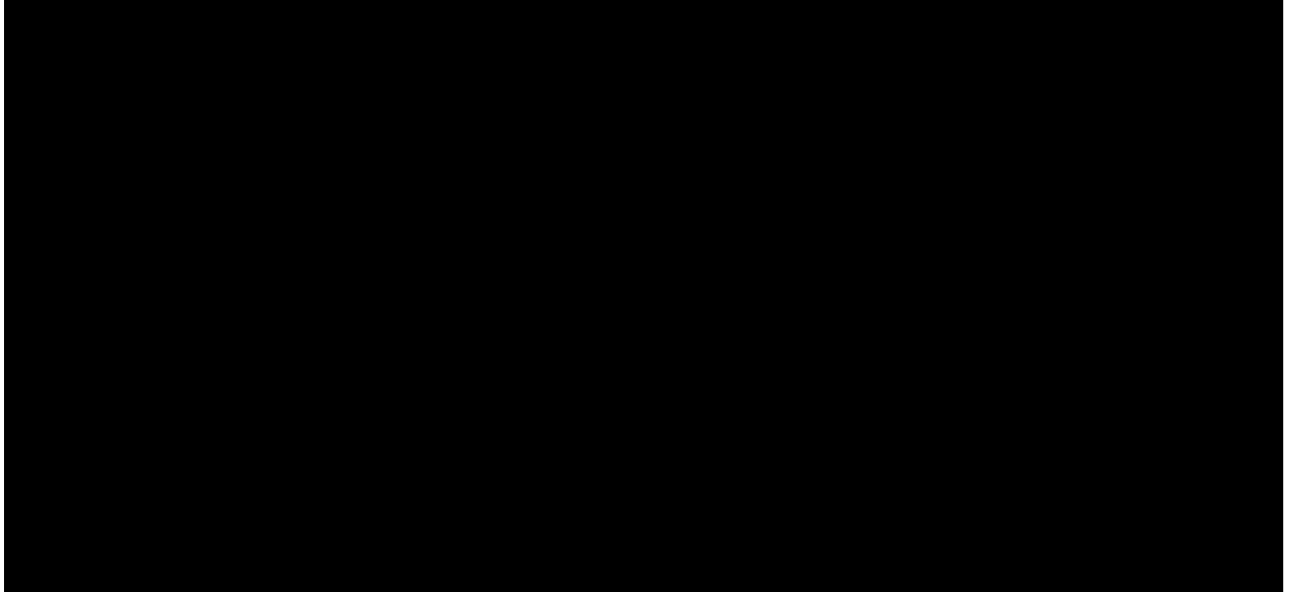
3. Position Classification: We are conducting a position classification survey of the proposed organization and functional regrouping of the Office of Planning, Programming and Budgeting. Agreement has been reached to audit and document all positions starting in April. Approximately [redacted] positions are involved.

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4. New State Department Allowances Chief: The Department of State has advised us that Mr. Charles W. Brown has replaced Mr. Joseph W. Lethco as Director of the Allowances Staff, Department of State, effective 2 March 1970.

We have a Top Secret liaison clearance on Mr. Brown from the Office of Security.

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6. Blood Donor Day: On Blood Donor Day, 3 March 1970, 188 pints of blood were donated by Agency employees.

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/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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